



How to Assign a Submitter

Step 1



From the CalATERS web site at

www.calaters.ca.gov, click

CalATERS

Step 2

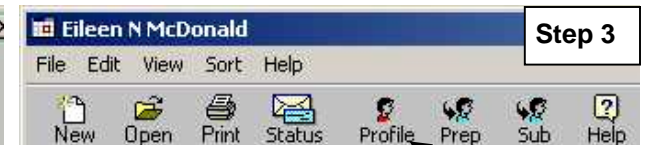


Key User ID and Password.

Click

Sign In

Step 3

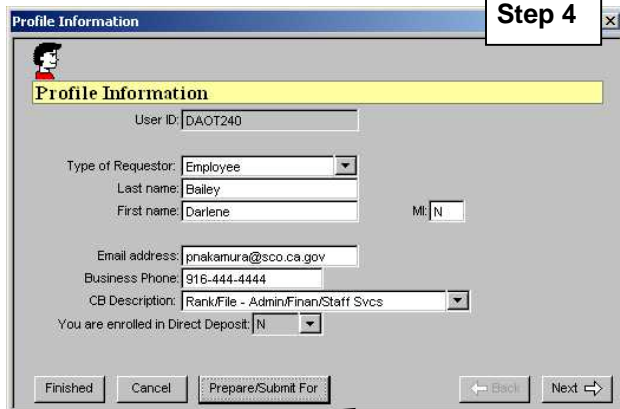


The Work Queue screen will display. On the top of the Work Queue screen, click on the



icon.

Step 4

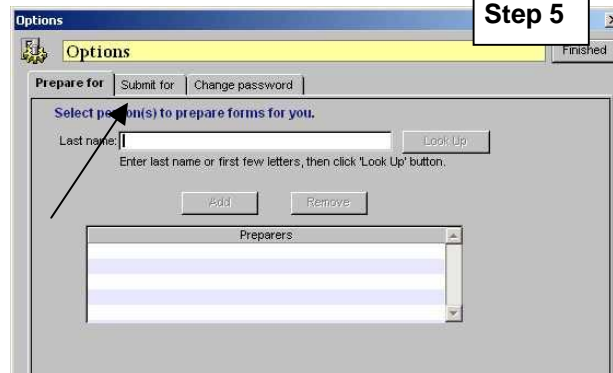


Profile screen will display. Click on

Prepare/Submit For

button.

Step 5



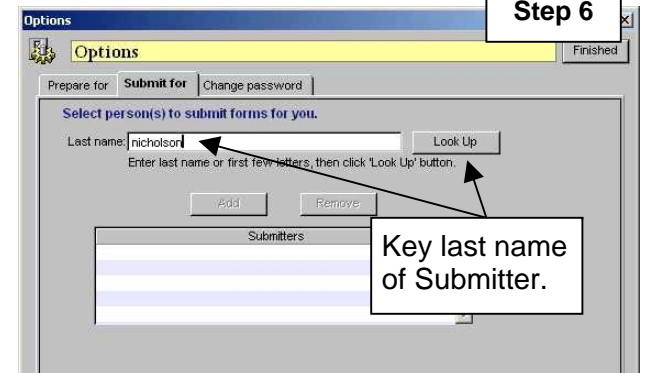
Options screen will display with 3 tabs.

Click on the

Submit for

tab.

Step 6



Key the name of the Submitter in the Last

Name field then click on

Look Up



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Step 7

One or more employees matching the last name will display. Click on your submitter's name, then click **Ok**.

If names match use the email address to determine the correct submitter.

Step 8

Verify the name identified on the screen then click **Add**.

Step 9

Submitter's name appears in the Submitters box. Repeat Steps 6, 7 and 8 if assigning additional submitters. When completed click **Finished**.

Step 10

The Submitter(s) you have authorized will now be able to submit a request on your behalf.

Click **Finished**.